

Second Edition: Build Your Professional Development Skills via LOC Learn

Build Core Competencies via LOC Learn is a series of development tools that map virtual learning resources to the Library's core competencies. This week's competency is "Your Professional Development." We encourage you to take this opportunity to refresh your skills and abilities, focus on developing yourself, and share these resources with a friend or coworker. Select a learning resource below:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
Becoming an Accountable Professional	Course, 30 minutes	N/A	Most employees must answer to someone else at work, their boss. However, everyone who works must also answer to an inner boss, a personal, internal voice that provides guidance on whether a job is worth doing and whether it is done well. Accepting personal accountability for your work means your inner boss sets demanding standards and that you're willing to commit to meeting those standards and answer for the results of your work. In this course, you'll learn how to listen to your own inner boss, how to identify your internal standards, how to create a plan to meet those standards, and how to apply your inner boss's guidance to gain more control over your work, your goals, and your future.
Three Steps to Accelerating Your Career	Video, 1 minute, 22 seconds	Pam Stenson	Knowing your passions and goals are the starting point for accelerating your career.
Safe Small Talk	Course, 6 minutes		Small talk is a long-standing social convention with understood rules governing which topics are acceptable and which are not. This Business Impact explores the nature of small talk in the business setting.
Planning Your Career	Video, 3 minutes	Dorie Clark	Don't leave your career to chance. By strategically focusing some of your time and efforts now, you can take control of your professional future.
Establishing Self-Confidence for Life	Course, 23 minutes		Healthy self-confidence is critical for success in your life, and not just your personal life, but professional as well. In this course, you'll learn what's meant by 'self-confidence,' and the behavioral indicators of low and healthy self-confidence levels. You'll also learn how to perform a personal analysis of your current self-confidence levels, so you know which areas to work on. Finally, you'll discover real-world techniques you can use for building and maintaining healthy self-confidence levels.